



**Bethel Township Board of Trustees**  
**June 3, 2025**  
**Regular Business Meeting Minutes**

I. **CALL TO ORDER:** Time: 6:00 PM Presiding: Trustee Reese  
 Roll call: Administrator Smith: Present Fire Chief Cahill: Present Fiscal Officer Ross: Present  
 Trustee Dick: Present Trustee Reese: Present Trustee vanHaaren: Present

II. **PLEDGE OF ALLEGIANCE**

III. **APPROVAL OF MINUTES**

A. 2025-05-05 regular business meeting  
 Motioned by Trustee Dick Seconded by Trustee vanHaaren  
 Vote: Trustee Dick: YES Trustee vanHaaren: YES Trustee Reese: YES

B. 2025-05-27 workshop meeting  
 Motioned by Trustee vanHaaren Seconded by Trustee Reese  
 Vote: Trustee Dick: Abstain Trustee vanHaaren: YES Trustee Reese: YES

IV. **STAFF REPORTS**

A. No report from the **Miami County Sheriff's Deputy**

B. Report from **Fire Department** – Ben Cahill, Fire Chief

Incident Type	Alarm Date	Aided Agency Name
<b>Mutual aid given</b>		
EMS call, excluding vehicle accident with injury	5/6/2025 2:38:59 PM	Huber Heights Fire Division
Dispatched & canceled en route	5/13/2025 8:55:11 PM	Huber Heights Fire Division
Dispatched & canceled en route	5/31/2025 10:02:56 PM	Bethel Twp Fire Dept Clark Co.
<b>Mutual aid received</b>		<b>Aiding Agency Name</b>
EMS call, excluding vehicle accident with injury	5/2/2025 1:10:27 PM	Huber Heights Fire Division
Motor vehicle accident with injuries	5/4/2025 3:42:32 PM	Huber Heights Fire Division
EMS call, excluding vehicle accident with injury	5/6/2025 8:59:05 AM	Huber Heights Fire Division
EMS call, excluding vehicle accident with injury	5/7/2025 1:28:05 PM	Huber Heights Fire Division
EMS call, excluding vehicle accident with injury	5/8/2025 2:55:34 PM	Huber Heights Fire Division
Medical assist, assist EMS crew	5/10/2025 6:38:05 PM	Elizabeth Township Fire Department
EMS call, excluding vehicle accident with injury	5/13/2025 7:55:43 AM	New Carlisle Fire Division (City of)
EMS call, excluding vehicle accident with injury	5/14/2025 3:13:00 PM	Tipp City Fire/EMS
EMS call, excluding vehicle accident with injury	5/20/2025 7:06:27 AM	Huber Heights Fire Division
No incident found on arrival at dispatch address	5/20/2025 5:19:48 PM	Huber Heights Fire Division
Building fire	5/25/2025 6:24:26 PM	Tipp City Fire/EMS
Building fire	5/25/2025 6:24:26 PM	Huber Heights Fire Division
Building fire	5/25/2025 6:24:26 PM	Elizabeth Township Fire Department
Building fire	5/25/2025 6:24:26 PM	Casstown Fire
Building fire	5/25/2025 6:24:26 PM	Bethel Twp Fire Dept Clark Co.

Month	Mutual Aid Given	Mutual Aid Received
May	3	11

Incident Type Details	2025-05-01	Total
111 - Building fire	1	1
311 - Medical assist, assist EMS crew	1	1
321 - EMS call, excluding vehicle accident with injury	35	35
322 - Motor vehicle accident with injuries	3	3
611 - Dispatched & canceled en route	2	2
622 - No incident found on arrival at dispatch address	1	1
700 - False alarm or false call, other	1	1
745 - Alarm system activation, no fire - unintentional	1	1
<b>Total</b>	<b>45</b>	<b>45</b>



C. Report from **Planning & Zoning** – Cody Smith, Planning & Zoning Director

**Since last reported, the following zoning certificate applications have been received**

ZC-12-25	9195 STATE ROUTE 201 S	ACCESSORY STRUCTURE
ZC-13-25	7945 NEWBURY RD	ACCESSORY STRUCTURE
ZC-14-25	7143 ROSS RD	POOL
ZC-15-25	7051 SINGER RD	RESIDENTIAL ADDITION
ZC-16-25	7650 SCARFF RD	ACCESSORY BUILDING

**Since the last Board of Zoning Appeals (BZA) report, no applications have been received**

**Since the last Zoning Commission (ZC) report, there is one application in process**

Case ZA-03-25: A request from Donna J Taylor, 6384 Heffner Rd, Tipp City, OH 45371 to re-zone Miami County Parcel ID# A01-015801 to R-1AAA Residence District. This is a 1.5 acre parcel, currently zoned I-1 Light Industrial. There will be variances required for this case which will be submitted to the BZA as conditional for this re-zoning.

**YEAR TO DATE (2025):**

Certificates issued in 2025. ....	16	
Declarations received in 2025. ....	2	
Variances requested in 2025. ....	9	
Variances approved in 2025. ....	7	
Conditional Use requested in 2025. ....	2	
Conditional Use approved in 2025. ....	1	
Zoning Amendments requested in 2025. . .	3	(case ZA-02-25 is on hold per the applicant)
Zoning Amendments approved in 2025. . .	0	



## **BOARDS & COMMISSIONS**

### **MIAMI COUNTY PLANNING COMMISSION:**

June 17, 2025 at 7:00PM. Bethel Twp has one case on the agenda.

### **BETHEL TOWNSHIP BOARD OF ZONING APPEALS (BZA):**

Meeting June 26, 2025 at 6:30 p.m. There will likely be a group of variances cases on the agenda.

### **BETHEL TOWNSHIP ZONING COMMISSION (ZC):**

Meeting June 26, 2025 at 7:30 p.m. There is currently one case on the agenda.

### **BETHEL TOWNSHIP BOARD OF TRUSTEES:**

There are currently no cases for the Board of Trustees this month.

### **2025 ZONING ENFORCEMENT (YTD):**

	<b>Junk/Debris</b>	<b>High Grass</b>	<b>Construction Related</b>	<b>Health Referrals</b>	<b>Other</b>	<b>Total Enforced</b>	<b>Total Cleared</b>
<b>Month</b>	0	5	0	0	1	6	1
<b>YTD</b>	4	10	3	1	7	25	6

Just a reminder that the Zoning Boards have begun their review of the current zoning regulations and will be proposing changes to the text. These discussions are open to the public and your input is wanted – would what you like to see changed? The current zoning regulations can be found on the website for review or drop by the office to discuss.

Trustee Dick raised a concern by a citizen regarding a property on SR 571 that has had repeated garage sales and has exceeded the maximum of two. Trustee vanHaaren stated she had also received a citizen phone call complaint as well. Zoning Director Smith will collect needed documentation and send appropriate letter(s) to the property owner.

#### **D. Report from the **Township Administrator** – Cody Smith, Township Administrator**

There are 5 resolutions on the agenda this evening:

- The first is to appoint Nick Miller to the Bethel Township Fire Department.
- Next is to switch health insurance plans which will save the Township over \$10,000 during the next 12 months and will potentially provide for an additional rebate should our actual claim costs be less than the estimated claim costs.
- Then is a resolution to authorize a change to the West Charleston Road repair plan which will require additional funding.
- The last resolution is to record the electronic payments and warrants for May.

Reminder of the upcoming events in the Township:

- Historical Society meets here tomorrow, Wednesday June 4th, starting at 6pm – they meet on the first Wednesday of each month.
- June 12 at 6 PM the Zoning Boards will meet to discuss changes to the zoning code text.

## V. TRUSTEE REPORTS

### A. Trustee vanHaaren

- Trustee vanHaaren is following up on a citizen phone call received regarding the burned out building on Ross Rd.
- She stated she has heard gossip that the new City Manager for New Carlisle is pro-annexation.

### B. Trustee Reese

- Trustee Reese gave a summary of meetings attended on behalf of the Township: Bethel School Facilities Committee; and the Bethel School Board of Education regular business meeting.
- She walked in two Memorial Day parades along-side Representative Newman to show support for him and to thank him for co-sponsoring House Bill 113 to change annexation laws.
- She also discussed several projects she is working on: talked with our Zoning Attorney about several situations and how to apply our zoning regulations; researching shelter/pickleball courts for Friendship Park – working with several residents (thank you Kevin Krueger and Jenny Hodge for their pickleball design expertise) and recruiting residents to volunteer to help build it; created a spreadsheet of zoning text items and submitted to the Zoning Director to review as part of the upcoming meetings; printed and assembled 18 zoning code books for the 2 zoning boards, the Zoning Director, and the 3 trustees; completed a 35 page grant application seeking funding to help build the shelter/pickleball courts; wrote minutes for the May Trustee meetings; posted missing Oct-Dec 2023 meeting audio recordings to the website and fixed several broken links and inconsistencies on the website; added plants and mulch to the township flower beds and thanked Assistant to the Fiscal Officer Cathy Fortunato for planting a slew of perennial and annual flowers in the flower beds.

### C. Trustee Dick

- Trustee Dick traveled out to the Winterhill area after the recent big rains and mentioned that someone had installed a pump and ran an extension cord under the road. She also stated the area around the catch basin in the field on the North side of Ross Rd has been dug up. She will be following up on the situation.

## VI. FINANCIAL REPORTS – Fiscal Officer Ross

### A. Credit card detail: Statement 4/23/25 & 5/23/25

Stmt Date	By	Tx Date	Description	Amount
4/23/25	Schiebrel	3/27/25	RAM mount for tablet for new medit	\$233.99
4/23/25	Schiebrel	4/1/25	DigitalSpace - web hosting	\$22.99
4/23/25	Schiebrel	4/20/25	DigitalSpace - web hosting	\$44.93
4/23/25	Ross	3/25/25	Adobe - Dreamweaver software monthly fee after 3 free months - used to maintain/update website	\$32.09
4/23/25	Ross (Reese)	4/10/25	Dollar General - donation of prizes to Bethel Schools for Easter Egg Hunt	\$153.36
4/23/25	Ross (Reese)	4/12/25	Hobby Lobby - paint for concrete dalmatian in front of firehouse	\$15.65
4/23/25	Smith	4/1/25	Staples - cemetery map copies & scans	\$48.78
4/23/25	Smith	4/21/25	USPS - certified letters to 9185 Mann Rd & 5555 Scarff Rd	\$11.16
5/23/25	Schiebrel	4/28/25	Lathem Time Corp – software to track clock in/out hours	\$622.00
5/23/25	Schiebrel	5/5/25	Microsoft -	\$88.33
5/23/25	Schiebrel	5/13/25	Amazon – window cleaner	\$28.11
5/23/25	Schiebrel	5/13/25	Amazon – blackstone griddle cover and cleaner	\$48.27
5/23/25	Schiebrel	5/16/25	HSI Emer Care Sol - CPR clas for the Miami County Communication	\$250.02



			Center \$13.89 x18 (reimbursed via check)	
5/23/25	Schiebrel	5/20/25	DigitalSpace - web hosting	\$44.93
5/23/25	Schiebrel	5/22/25	WhenToWork - scheduling software for fire dept 1 year	\$558.55
5/23/25	Schiebrel	5/22/25	HSI Emer Care Sol - CPR instruction reauthorization \$15 x2	\$30.00
5/23/25	Ross	4/26/25	Adobe - Dreamweaver software monthly fee - maintain website	\$64.19
5/23/25	Ross (Reese)	4/30/25	Parking in Columbus to testify for HB133 annexation changes	\$12.00
5/23/25	Ross (Reese)	5/14/25	USPS - stamps for fiscal office	\$73.00
5/23/25	Ross (Reese)	5/14/25	USPS - stamps for zoning	\$146.00
5/23/25	Smith	5/20/25	USPS - postage for SENSIT gas meter for repairs	\$13.00
Purchases...				\$2,541.35

B. Receipt report: 5/1/2025 to 5/31/2025

Post	Tx Date	Type	Number	Source	Total	Status	Purpose
5/2/25	5/6/25	STD	91-2025	Goris-May Group	\$300.00	O	Zoning fees for case# CU-02-25
5/2/25	5/6/25	STD	92-2025	Tammy L Miller	\$400.00	O	Zoning fees for case# ZA-02-25 Check# 1288
5/2/25	5/6/25	STD	93-2025	Bethel Local Schools	\$982.80	O	Salt sale, check# 90533
5/2/25	5/6/25	STD	94-2025	Kodiak Bldrs & Construction Co	\$100.00	O	Zoning fees for case #ZC-08-25 Check# 8000
5/2/25	5/6/25	STD	95-2025	Bruns General Contracting	\$400.00	O	Zoning fees for case# ZC-09-25 Check# 1822
5/2/25	5/6/25	STD	96-2025	DirecTV	\$31.05	O	DIRECTV, LLC franchise fees
5/2/25	5/6/25	STD	97-2025	C&B Sign Services	\$99.70	O	Zoning fees case# ZC-10-25 chk# 5229
5/6/25	5/6/25	STD	98-2025	Shawn M Peeples, Clerk of Courts	\$299.00	O	Criminal/Traffic fines, Check# 355705 Mobile deposit
5/6/25	5/6/25	STD	99-2025	ANRO Builders	\$400.00	O	Zoning fees for case# ZC-12-25 Check# 12868
5/6/25	5/6/25	STD	100-2025	John E & Helene A Ehrhart	\$100.00	O	Zoning fees for case# ZC-11-25 Check# 5550
5/5/25	5/9/25	STD	101-2025	Deborah Watson	\$1,373.62	O	To repay late fees and fines charged to the township discovered during the state auditor's 2022-2023 audit of the township. Check # 1676
5/13/25	5/13/25	STD	102-2025	MIAMI COUNTY AUDITOR	\$20,181.54	O	MARCH: Local govt \$2552.24 Local govt supplement \$568.95 Auto reg twps \$882.29 Gas excise tax \$8727.40 Cents per gallon \$1576.09 Auto reg twp levy/perm tax \$4777.32 Augo reg twp perm ORC 4504.16 \$1097.25
Total Revenue...					\$24,667.71		

Type: STD - Standard Receipt, INT - Interest Receipt, MEMO - Memo Receipt, GAIN - Capital Gain, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation  
Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

- C. Fiscal Officer Ross stated that she will be working on the budget over the next couple of weeks. The plan is to have it completed and available for public inspection by June 20, have open discussion at the June 24<sup>th</sup> Trustee workshop meeting, and have a Public Hearing and Trustee approval at the July 1<sup>st</sup> Trustee business meeting.

VII. **DISCUSSION ITEMS**

- A. Road Department seasonal worker – discussed dangers of members of our road crew patching holes in our roads solo and trimming trees due to an ever increasing quantity of vehicle traffic on our roads. Administrator Smith to work with the road department to assemble a priority list of all of the trimming that is needed to potentially hire a company to perform the trimming. Road crew will be instructed to go out as a pair to perform road patching.
- B. Friendship Park shelter/pickleball courts – Trustee Reese explained that the grant application requires us to commit the full amount of the estimated cost of the project and to appropriate the funds. This does not mean that we will spend the total amount as she is expecting township residents to volunteer to help with the project which will be counted as “in-kind” for grant purposes. Trustee vanHaaren raised several concerns with the design of the shelter/pickleball courts. Trustee Reese explained that the design is not set in stone at this point.
- C. Audit finding for tax payment late fees during 2022 & 2023 – the Township received a check from our insurance company to cover the findings. The Trustees agreed with the Fiscal Officer that our former Fiscal Officer shall be reimbursed immediately for the total amount that she paid to the Township to cover the findings.

VIII. **PUBLIC COMMENTS** on items on the Agenda: **NONE**

IX. **ACTION ITEMS**

- A. **RESOLUTION #25-06-046:** A RESOLUTION TO APPOINT NICK MILLER TO THE BETHEL TOWNSHIP FIRE DEPARTMENT AUTHORIZED UNDER THE AUTHORITY OF SECTION 505.38 OF THE OHIO REVISED CODE  
Motioned by Trustee Dick                      Seconded by Trustee vanHaaren  
Vote:              Trustee Dick: YES              Trustee vanHaaren: YES              Trustee Reese: YES
- B. **RESOLUTION #25-06-047:** A RESOLUTION SELECTING AETNA PLAN CPOSII 5500 100/50 HSA FOR HEALTHCARE COVERAGE FOR TOWNSHIP OFFICIALS AND FULL TIME EMPLOYEES, UNDER THE AUTHORITY OF SECTION 505.60 OF THE OHIO REVISED CODE AND AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO EXECUTE SAID CONTRACT ON BEHALF OF THE BOARD OF TRUSTEES  
Motioned by Trustee Dick                      Seconded by Trustee vanHaaren  
Vote:              Trustee Dick: YES              Trustee vanHaaren: YES              Trustee Reese: YES
- C. **RESOLUTION #25-06-048:** A RESOLUTION AUTHORIZING ADDITIONAL REPAIRS TO WEST CHARLESTON ROAD BY DURST BROS EXCAVATING AT A COST OF \$8,250  
**Discussion:** Trustee vanHaaren explained that the resident who had previously stated they would give up a second access point to the field has now decided he wants to keep the second access point. It will be moved closer to his current driveway, but will still provide the required access.  
Motioned by Trustee Dick                      Seconded by Trustee vanHaaren  
Vote:              Trustee Dick: YES              Trustee vanHaaren: YES              Trustee Reese: YES
- D. **RESOLUTION #25-06-049:** A RESOLUTION TO RECORD ELECTRONIC PAYMENTS AND WARRANTS  
Motioned by Trustee Dick                      Seconded by Trustee vanHaaren  
Vote:              Trustee Dick: YES              Trustee vanHaaren: YES              Trustee Reese: YES

X. **PUBLIC COMMENTS** on any topic: **NONE**

**XI. ANNOUNCEMENTS**

June	4	Historical Society Meeting, Township Meeting Room, 6:00pm
June	12	BZA/ZC workshop, Township Meeting Room, 6:00pm
June	17	County Planning Commission Mtg. in Troy, 7:00pm – Bethel Twp has one case
June	19	Juneteenth observed, Township offices closed
June	24	Trustee Workshop Meeting, Township Meeting Room, 6:00pm
June	26	BZA Meeting 6:30pm*/Zoning Commission 7:30pm*
June	26	BZA/ZC workshop, Township Meeting Room, following BZA/ZC meeting(s)
July	1	Trustee Business Meeting, Township Meeting Room, 6:00pm
July	2	Historical Society Meeting, Township Meeting Room, 6:00pm
July	4	Independence Day observed, Township offices closed

\* indicates a meeting will be held only if needed

**XII. MOTION TO ENTER INTO EXECUTIVE SESSION**

Motion to enter executive session, which is necessary to protect the possible investment or expenditure of public funds to be made in connection with the economic development project, for the purpose to consult with an attorney regarding negotiations with other political subdivisions respecting requests for economic development.

Motioned by Trustee Dick

Seconded by Trustee vanHaaren

Vote: Trustee Dick: YES

Trustee vanHaaren: YES

Trustee Reese: YES

Time in Executive Session: 6:55 PM

Return to regular session time: 7:28 PM

**XIII. ADJOURNMENT**

Motioned by Trustee Dick

Seconded by Trustee vanHaaren

Vote: Trustee Dick: YES

Trustee vanHaaren: YES

Trustee Reese: YES


Time: 7:28 PM

**XIV. ATTACHMENTS**

A. Signed resolutions.

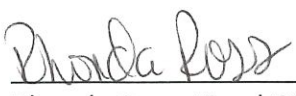
B. Digital audio recording of the meeting containing reports, discussion, and public comments, if any.

Minutes prepared by Trustee Reese

  
Julie Reese, Trustee, President

  
Kama Dick, Trustee, Vice President

  
Beth van Haaren, Trustee

  
Rhonda Ross, Fiscal Officer